

School Representative role description

Hours	Minimum seven hours per week
Duration	26 weeks across autumn term and spring term in 2026/27
Location	All campuses
Salary	£13.85 per hour (reviewed annually)

School representatives are students who work to improve the academic experience of students in their schools on a part-time, paid basis. As a school representative, you will work closely with relevant course representatives and the student officers to make sure the voices of students are heard at higher levels of school-level leadership.

Responsibilities

The main purpose of this role is to improve the student experience by representing students' views at school-level. This includes collating overarching themes from course committee meetings, meeting and working with course representatives to gather information, presenting these at school committees and making representations to serve the best interests of students in your school. You will also be responsible for reporting outcomes of these meetings back to the Students' Union, education officer, and course representatives.

As a school representative you will be a member of the student leadership committee. This committee meets every two weeks and is responsible for deciding Students' Union policies on matters affecting students. You will also play a key role in promoting and participating in Students' Union campaigns and activities.

Person specification

Experience

- Experience representing student voice
- Experience collecting students' opinions and using this to solve issues
- Experience preparing for and contributing to meetings, including course committee meetings

Knowledge

- Knowledge of what the Students' Union does and how it contributes to improving student experience
- Knowledge of your school's context and key issues in your school

Skills

- Able to communicate effectively and confidently with senior university leaders and students
- Problem-solving focused
- Effective time management
- Able to meet competing deadlines
- Able to read information critically and provide comments or feedback
- Strong interpersonal skills

Personal attributes

- Willingness to work flexibly on a range of campaigns and activities
- Proactive and able to work using your own initiative
- Willingness to put our values at the core of your work